

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SAN BERNARDINO  
AND RECORD OF ACTION**

June 8, 2021

**FROM**

**SHARON NEVINS, Director, Aging and Adult Services**

**SUBJECT**

Relief of Liability for Prepaid Cards

**RECOMMENDATION(S)**

Approve request for relief of liability in the amount of \$255, in accordance with Chapter 5 (Shortages and Losses) and Chapter 19 (Prepaid Debit Cards, Gift Cards and Gift Certificates, Vouchers and Coupons) of the Auditor-Controller/Treasurer/Tax Collector's Internal Control and Cash Manual, for prepaid card handling error.

(Presenter: Glenda Jackson, Deputy Director – Chief Public Guardian, 891-3917)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**FINANCIAL IMPACT**

Approval of this item does not impact Discretionary General Funding (Net County Cost). The Department of Aging and Adult Services (DAAS) has adequate appropriation to accommodate the loss of \$255 in the 2020-21 budget.

**BACKGROUND INFORMATION**

DAAS provides prepaid negotiables via assessments completed by the Adult Protective Services program in order to assist seniors in improving or maintaining choice, independence, and quality of life. Prepaid cards are provided to seniors in need of transportation and food to support their efforts to remain healthy and involved in their communities. During a reconciliation of prepaid card inventory, one of DAAS' district locations discovered a difference of \$255 in the prepaid card inventory log. DAAS management investigated the difference and found that it was due to a handling error resulting in the loss of a folder pouch containing the prepaid cards. The cards are intended for Adult Protective Service practitioners to provide to clients when an emergency arises. Upon thorough investigation of the circumstances surrounding the loss, DAAS determined that it was due to a handling error within the district location, with no proof of fraud or gross negligence on the part of staff.

Per the Auditor-Controller/Treasurer/Tax Collector's (ATC) Internal Control and Cash Manual, Chapter 5 (Shortages and Losses) and Chapter 19 (Prepaid Debit Cards, Gift Cards and Gift Certificates, Vouchers and Coupons), DAAS formally reported this loss to the ATC Internal Audits division. ATC has reviewed and approved the circumstances concerning this loss and

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recommended the "Relief from Liability" on April 12, 2021. DAAS has put into place additional controls and procedures to avoid any possible future handling errors of prepaid cards.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Jacqueline Carey-Wilson, Deputy County Counsel, 387-5455) on May 5, 2021; Human Services Auditing Division (Urbain Domond, Human Services Auditing Chief, 383-3961) on May 10, 2021; (Auditor-Controller/Treasurer/Tax Collector (Denise Mejico, Chief Deputy Auditor, 383-9604) on May 6, 2021; Finance (Christopher Lange, Administrative Analyst, 386-8393) on May 6, 2021; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on May 18, 2021.

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Record of Action of the Board of Supervisors  
County of San Bernardino

**APPROVED (CONSENT CALENDAR)**

Moved: Janice Rutherford Seconded: Joe Baca, Jr.

Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: June 8, 2021



cc: File - Aging & Adult Services  
CCM 06/11/2021